



Date: _____

Data required for salary purpose (To be typewritten only)

Name of the employee(with title)		PF. No. :	
Father Name :		Department:	
Mother Name :		Pay Level & Cell	
D.O.B :		Basic Salary :	
Marital Status :		Date of Joining:	
Whether Guest House Availed *	Yes/ No If Yes [from.....to]		
Present Address : (with PIN code)			
Permanent Address (with PIN code)			
Aadhar No. :		PAN No :	
Email ID :		Contact No. :	
Bank Account No. :		Bank Name :	
IFSC Code :		Branch Name:	
Full Signature of the Employee			

*Please intimate to Registrar Office (for NT staff)/Faculty Office (for Faculty) after vacant the Guest House/accommodation.
Note: The Institute will provide 07 days free accommodation for new joining. Post 7 days HRA will be deducted as per rule.